



City of Rockville

## MEMORANDUM

October 15, 2008

TO: Scott Ullery, City Manager

FROM: Jennifer Kimball, Assistant to the City Manager

VIA: Catherine Tuck Parrish, Deputy City Manager

SUBJECT: First Quarter Report on the Mayor and Council Vision Priorities

This memo summarizes the status of projects, programs and initiatives that support the Mayor and Council's vision priorities for 2008 – 2010. It describes work completed through the first quarter of FY 2009 in the following categories:

- Distinct Neighborhoods, One City
- A Cultural Destination
- Green City
- Quality Built Environment
- Exceptional City Services
- Economic Development and Sustainability
- Community Engagement

Staff recommends that the Mayor and Council review this memo and attached project tracking sheets, and direct staff to follow up on any questions or additional information needs.

### **Distinct Neighborhoods, One City**

#### **Pedestrian Safety**

The Mayor and Council received a comprehensive pedestrian safety briefing from the Traffic and Transportation Commission and staff on October 6, 2008. The briefing covered Commission goals and accomplishments, revisions to the City's Pedestrian Policies, information about a "Complete Streets Policy," and an update on the status of physical improvements across the City.

The Mayor and Council directed staff to follow a "Complete Streets" approach to transportation and pedestrian planning, and to complete an inventory and safety assessment of signalized

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intersections. Staff also agreed to incorporate Mayor and Council comments into the draft Pedestrian Policy for review and adoption, and to articulate how the City's pedestrian, bicycle and complete streets policies relate to each other.

Project tracking sheets for the following pedestrian safety related projects currently underway are attached to this memo:

- Intersection Inventory and Pedestrian Safety Assessment (page 11)
- Beall Avenue Sidewalk (page 12)
- Pedestrian Safety – Sidewalk Links (page 14)
- Pedestrian Safety Grant (page 15)
- Pedestrian/Bikeway System Improvements (page 17)
- Rockville Intermodal Access: Baltimore Road and Roadside Improvements (page 18)
- Town Center Shuttle Service (page 21)

### **Photo Radar**

Data indicates that speeding has declined since May 2007 when the first citations were issued using the speed cameras. The Police Department is beginning the process to select a second set of camera sites. The Department is reviewing potential new mobile locations and will reconvene the citizen advisory committee to evaluate, rate, and recommend locations. Staff is also exploring options of expanding the number of fixed pole cameras. A project tracking sheet for the photo radar program is attached at page 23.

The FY 2009 budget allocates photo radar revenue to the following pedestrian safety related uses:

- 3 CIP projects including Pedestrian Bikeway System Improvements, Street Lighting Improvement, Pedestrian Safety (sidewalk construction),
- 2.0 FTE additional officers assigned to the Traffic Unit,
- 0.5 FTE Civil Engineer II in the Department of Public Works to complete sidewalk designs and other pedestrian safety projects,
- Intersection Inventory and Pedestrian Safety Assessment, and
- New pedestrian signals and solar-powered crossing signs with strobe lights.

### **Neighborhood Event Programming**

Staff continues to host and support neighborhood events. The Police Department hosted another successful National Night Out event across Rockville neighborhoods on August 5, 2008. A community celebration on October 18 brought Rockville residents and others together to dedicate the Mattie J.T. Stepanek Park. During the first quarter of the fiscal year, Special Events staff supported two neighborhoods through the funds budgeted to rent event supplies and equipment from private providers when the City equipment is not available.

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Initial planning is underway for a new event designed to close streets across the City to allow residents to enjoy their community for walking, biking and gathering with friends and neighbors. The goal is to enhance the sense of community, encourage healthy lifestyles and promote pedestrian safety. It is also another opportunity to make Rockville a destination and to celebrate Rockville's diversity.

Fallgrove's fall events provide a good example of neighborhood based events that reinforce a sense of community. On October 11, the Fallsgrove Property Owners Association hosted the 5<sup>th</sup> Annual Doggie Yappy Hour at the Village Green. Residents, dog owners and animal lovers were invited for pet contests, dog adoptions, and information about dog services and products. On October 31, neighbors will gather again for a costume march through the neighborhood for the Annual Halloween Parade. Participants will also bring canned goods to donate to needy families.

### **Western Montgomery County Citizen's Advisory Board**

We are pleased to announce a new opportunity to engage with Montgomery County. On October 7, the Montgomery County Council approved an expansion of the Western Montgomery County Citizens Advisory Board to include three representatives from the City of Rockville. The Board, affiliated with the Bethesda-Chevy Chase Regional Services Center, represents the Bethesda-Chevy Chase, North Bethesda and Potomac Planning Areas. Until this time, Rockville was the only municipality in Montgomery County that was not represented on a Citizen Advisory Board. A letter attached on page 25 provides additional information about the Board.

The County Executive's Office will advertise openings for two resident representatives and one business representative from Rockville. Applicants should send a letter of interest and resume to the County Executive's Office. A nominating committee of the Citizen's Advisory Board and the Board's staff liaison will conduct interviews and recommend appointments to the County Executive, who will make the final selections. The process takes approximately three to four months. The County welcomes the City's help in encouraging Rockville residents to apply. Staff will advertise this opportunity, beginning with an article in the November issue of Rockville Reports.

### **MCPS School Boundaries**

Although Rockville's representatives to the Western Montgomery County Citizens Advisory Board have not been appointed yet, we have an opportunity to interact with the Board on the important topic of public school education. On October 17 at 8:30 am, the Board's Education Committee will hold a roundtable discussion on school issues in the region with PTA representatives. The roundtable discussion is an opportunity to begin a dialogue with the County about the Mayor and Council's vision priority to ensure that all Rockville school children are assigned to schools within Rockville. The Board liaison is aware of the Mayor and Council's

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vision, PTA representatives from Rockville were invited to the meeting and City staff will attend.

City staff also recommends that the Mayor and Council schedule a worksession with MCPS officials to discuss this vision priority further and to learn how MCPS establishes and changes school boundaries. With that background information, the City can assess the feasibility of all Rockville students attending schools within the City limits, and develop an appropriate strategy.

### **A Cultural Destination**

#### **Cultural Arts Plan**

The Department of Recreation and Parks allocated \$30,000 in the CIP to develop a Cultural Arts Plan. As a first step in developing a plan, staff issued an RFP to obtain the services of a consultant to:

- Inventory existing cultural and entertainment resources in Rockville and the region,
- Interview 40 providers of cultural arts programs and services in the region,
- Identify and research 12 cultural arts plans developed by other communities,
- Analyze the costs/benefits of Rockville becoming part of the Montgomery County Heritage Area and Rockville's role in the strategic planning process for the Montgomery County Arts and Humanities Council (including the option of developing an Arts and Entertainment District).

Two firms responded to the RFP. A contract will be awarded by the end of November. If the consultant performs successfully, staff anticipates using the same firm to assist with developing a Cultural Arts Plan for the City.

#### **Science Center**

A growing group of volunteers is moving forward with the development of a Science Center. The group is currently focused on establishing a nonprofit enterprise, developing initial programming, and devising an outreach strategy. A more detailed update on the volunteers' work is attached at page 27.

### **Green City**

#### **Rockville's Sustainability Strategy**

Implementation of the City's Sustainability Strategy continues. On September 22, 2008, the Environment Commission briefed the Mayor and Council on the Commission's FY09 goals, Green Building Policy recommendations, and Environmental Excellence Awards. Staff focused attention during the first quarter of FY09 on the Green Building Program. The program will

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require all new residential and commercial construction to meet a LEED gold equivalent standard. The City will adopt procedural and financial incentives for performance beyond compliance. A schedule for development and adoption of the program is attached at page 28. The next step is to use the guidance presented by the Commission to create the first draft of the City's program. Staff will present the draft to the Commission for review, then share it with the public for comment.

The City also applied for a \$250,000 federal grant from the Environmental Protection Agency (EPA) to fund retrofits of 24 diesel vehicles with a device that reduces air pollution. The EPA did not award the grant to the City of Rockville. An EPA representative explained that the City's application was strong but that a limited amount of funding was available for this region and many strong applications were submitted from this region. The EPA representative recommended that the City submit the same application again next year.

### **Environmental Education**

Work is underway to create a permanent environment exhibit in the lower level of the Croydon Creek Nature Center. The first step, constructing the classroom and exhibit space, will be complete by the end of October. Staff will develop the exhibits next. Exhibits will focus on Croydon Creek, the Rock Creek watershed, and the Chesapeake Bay. Half the exhibit will target youth and teens. The other half will address how residents can change their behavior to have a positive impact on the environment.

### **Recycling and Refuse Implementation**

The Department of Public Works will implement the first phase of the new recycling and refuse system beginning October 27. Staff expects full implementation to take place in four phases over the next 12-15 months. Staff is in the process of delivering the new carts to each residence. Four open houses were held to provide information about the program and help residents select the size of their new recycling and refuse carts. A total of 362 residents attended the open houses. A project tracking sheet for the refuse and recycling implementation project is attached at page 30.

In July, Rockville began to "single stream" recycling material, which allows residents to mix plastics, metal and paper in one container. The City also expanded the materials accepted for recycling, making it one of the most comprehensive curbside recycling programs in the Washington region. The expanded program accepts "wide-mouth" plastic containers, rigid plastics and plastic film (including plastic grocery bags).

On September 8, the Mayor and Council adopted an ordinance that requires multi-family and commercial establishments to recycle 50% of their waste stream by making them subject to Montgomery County's commercial recycling program. The ordinance was effective

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immediately upon adoption, and the County is integrating City businesses and multi-family dwellings into their outreach and inspection activities.

### **Eradicating Invasive Species**

The City includes invasive species control in every stream restoration project. In August and October 2008, City contractors sprayed herbicides on invasive plants in conjunction with the Rockcrest Park stream restoration project. All herbicides used were registered by the Environmental Protection Agency (EPA) for use near streams and were applied by a licensed contractor. These were the last two of eight applications, completing a two-year effort to eradicate invasive plants from this part of the stream. Their removal will help ensure the long-term health of the native vegetation.

## **Quality Built Environment**

### **Zoning Ordinance Review and Revision**

Worksessions on the draft Zoning Ordinance continue. In September, the Mayor and Council extended the deadline for written testimony on the draft Ordinance and extended the development moratorium. Adoption of the Ordinance and City-wide comprehensive zoning map is tentatively scheduled for mid-November. A project tracking sheet is attached at page 31.

### **Rockville Pike Corridor Plan**

The City's consultant team used community input, technical analysis and the results of the Community Design Charrette to develop a preliminary draft of the Rockville Pike Corridor Plan. City staff is reviewing the draft. By the end of the calendar year, the draft plan will be revised and presented to the community, the Planning Commission and the Mayor and Council. Planning Commission public hearings are tentatively scheduled for February 2009. A project tracking sheet is attached at page 33.

### **College Gardens Park and Pond**

The Mayor and Council will approve the contract for the College Gardens Park and Pond project at the end of November. Construction will begin in December and conclude at the end of August 2008. A project tracking sheet is attached at page 36.

### **Thomas Farm Community Center**

Construction is on schedule and will be substantially complete by the middle of December. A dedication event is planned for the middle of January. Staff is preparing a memo that describes



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planned Center operations, including membership fees, to share with the Mayor and Council. A project tracking sheet is attached at page 38.

### **Street Lighting Improvements**

The FY09 budget includes funds to install between 70 and 90 new streetlights in the neighborhoods east of Route 355. Staff sent a request for a cost estimate from Pepco in July and expects a response by the end of October (project tracking sheet attached at page 40). Pepco is supplementing Rockville's lighting efforts by replacing the bulbs in all of the Pepco-owned lights in Rockville. As bulbs age, they fade and produce less light. The new bulbs will address that problem. Pepco's bulb replacement is expected to be complete by the end of calendar year 2009. Rockville is also considering participating in a Metropolitan Washington Council of Governments demonstration project to use new energy efficient bulbs in streetlights.

### **Exceptional City Services**

#### **Analysis of Governance Issues**

The Mayor and Council vision addresses governance issues, including the City Council size, term length, term concurrence, and at-large representation. The Mayor and Council briefly discussed term length at their meeting on October 6, 2008.

#### **Interaction with Boards and Commissions**

The Mayor and Council held worksessions this summer and fall with the Environment Commission, Traffic and Transportation Commission, Board of Supervisors of Elections, Rockville Sister City Inc, and Recreation and Parks Foundation. The Mayor and Council also adopted a policy that limits Mayor and Council appointments to Boards and Commissions to three consecutive terms beginning January 1, 2009. A report outlining the current membership of the Boards and Commissions and describing the FY 2008 accomplishments and FY 2009 goals will be distributed to the Mayor and Council this fall.

#### **Citizen Survey Follow Up**

Staff continues a concerted effort to respond to the results of the last citizen survey. Since spring 2007, multiple departments have come together to provide a variety of needed services and initiate more directed outreach in two specific geographic areas. Based on direction from the Mayor and Council, the focus has been on neighborhoods east of Route 355. Staff's response included improving street lighting, reducing traffic speeds, improving pedestrian safety, upgrading and improving infrastructure, and enhancing neighborhood appearance.

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### **Acquisition of the Old Post Office**

On September 22, the Mayor and Council approved the transfer of the deed for the property from the federal government to the City. A ceremony to celebrate the transfer is scheduled for October 20. The City will award an architectural/engineering design contract for the renovations and addition to accommodate the Police Department in November. Work on the design will continue through June 2009. A project tracking sheet is attached at page 41.

### **Water Main Rehabilitation**

Water line replacement is underway on Lewis Avenue, Highland Road and Matthews Drive. Construction just began on the water main at Rockville Pike and Park Road. That work will take place during the night to avoid significant traffic delays. The next set of pipe replacements will be on North Horners, Reading Terrace, Crawford Street, Rockland Street, and Thorndon Street in Twinbrook. Survey and design work for those locations is underway. A detailed outline of the progress on each portion of the rehabilitation is attached at page 44.

### **Residential Water Meter Replacement Programs**

Phase I of the residential water meter replacement program is underway. The contractor has installed over 50% of the 5,000 meters to be replaced in Phase I in the following neighborhoods:

- Carter Hill
- Fallsbend
- Fallsmead
- Fallswood
- Glenora Hills
- Great Pine
- Griffith Oaks
- Hungerford
- Jefferson Square
- Markwood
- New Mark Commons
- Orchard Ridge
- Potomac Woods
- Regents Square
- Rockshire
- Rose Hill
- Saddlebrook
- Twinbrook
- West End
- Woodley Gardens
- Woodley Gardens West

Residents receive a notice in the mail prior to the meter replacement and are informed that water is interrupted for 5 to 30 minutes while the work is performed. A project tracking sheet is attached at page 45.



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## **Economic Development and Sustainability**

### **City Branding Campaign**

Work to develop and implement a City branding campaign is underway. The development of the brand will focus on discovering what Rockville represents and where the City is headed. It will be an inclusive process that relies on solid research and community input. A project tracking sheet that outlines specific tasks to be completed is attached at page 46. Staff is currently developing an RFP to share with the Mayor and Council in November 2008, prior to distribution to the vendor community.

## **Community Engagement**

### **Improve Citizen Input Systems**

During the first quarter of FY09, communication and outreach was underway for the recycling and refuse implementation, Verizon FTTP installation, Woodley Gardens Park stream restoration, Comprehensive Master Plan review and draft Zoning Ordinance worksessions. Staff is also maintaining close communication with residents about the State's plans to demolish the old library and build a new District Court building.

The City's E-Newsletter represented a new form of communication that has been well received. Approximately 150 individuals are registered to receive the weekly e-mail update on events happening across the City. Staff will continue to advertise this new online feature (project tracking sheet attached at page 48.)

A priority was placed on involving the community in the development of the Rockville Pike Corridor Plan. All Rockville residents and others were invited to learn and provide input at a kick off meeting and two additional community meetings. An estimated 450 individuals then participated in some portion of the 5-day charrette that involved a series of meetings, workshops and design studios. Staff also visited neighborhood association meetings to provide information and answer questions. A page on the Rockville web site is dedicated to the Corridor Plan and information was shared in Rockville Reports articles. Community involvement will continue as the consultant team and the City bring the draft Corridor Plan to adoption.

The open house meeting style that the Department of Public Works used to communicate with residents about the recycling and refuse program was very effective. It provided an opportunity to hear a presentation, collect written materials, view carts and recyclable materials, and discuss the program with staff and ask questions. The meetings were also held at different times and locations for residents' convenience.

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## **Video on Demand**

Video on Demand was activated on June 30 for Mayor and Council meetings. Staff is looking into expanding it to other programs and meetings, including Planning Commission meetings. A project tracking sheet is attached at page 50.

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# Intersection Inventory and Pedestrian Safety Assessment

Attach A

**Description:** In response to the Mayor and Council's 2008-2010 Vision Priorities, which stress the importance of pedestrian safety, staff will conduct an inventory to all 115 signalized intersections within the City limits, regardless of ownership. The inventory will also include several uncontrolled crosswalks near schools, metro stations, and shopping centers. The purpose of this project is to assess pedestrian safety at through an inventory of traffic control devices such as signs, crosswalks, countdown signal heads, and other amenities such as ramps and streetlights. The goal is to provide recommendations for improvements at those locations to improve pedestrian safety.

**Mayor & Council Goal** - Distinct Neighborhoods - One City

**Date Created:** 5/19/2008

**Project Status:** Open

**Is this a CIP Project:** No

**Is this project included in the Quarterly Mayor and Council Review Meetings?** Yes

	Project Team	Department
<b>Manager</b>	Emad Elshafei	Public Works
<b>Team Members</b>	Carrie Sanders Matt Folden	Public Works

Is there a budget for this project that is separate from standard operating costs? **Yes**

Funding	FY09	FY	FY	FY	FY	Total
Planned	\$50,000	0	0	0	0	\$50,000
Revised	0	0	0	0	0	0
Expended to Date	0	0	0	0	0	0

## LEGEND:

\* - Public Involvement

†† - Mayor and Council Action

				START			END		
	*	††	Tasks and Milestones	Planned	Revised	Actual	Planned	Revised	Actual
1	-	Y	Provide initial information to the M&C about this initiative	06/30/08	-	06/30/08	06/30/08	-	06/30/08
2	-	Y	Provide more information to M&C and receive directions	09/02/08	-	09/02/08	10/06/08	-	10/06/08
3	-	-	Prepare request for proposals to A/E firms	10/06/08	-	-	10/30/08	-	-
4	-	-	Receive and assess proposals	11/20/08	-	-	12/20/08	-	-
5	-	-	Award contract and meet with A/E firm	12/20/08	-	-	01/09/09	-	-
6	-	-	Complete Inventory and assessment	01/12/09	-	-	04/01/09	-	-
7	-	-	Review Preliminary Report	04/02/09	-	-	05/01/09	-	-
8	-	-	Finalize Report	05/04/09	-	-	05/29/09	-	-
9	-	-	Prepare M&C Agenda Sheet	06/01/09	-	-	06/29/09	-	-
10	-	Y	Presentation to M&C	06/29/09	-	-	06/29/09	-	-



## Beall Avenue Sidewalk

Attach A

**Description:** This project involves the construction of a sidewalk on Beall Avenue, between North Van Buren Street and Owens Court. Sidewalk construction will happen in three phases: 1) North Van Buren to Luckett Street; 2) Lynch Street to Mannakee Street; 3) Mannakee Street to Owens Court.

**Mayor & Council Goal** - Distinct Neighborhoods - One City

**Date Created:** 1/8/2007

**Project Status:** Open

**Is this a CIP Project:** Yes

**Is this project included in the Quarterly Mayor and Council Review Meetings?** Yes

	Project Team	Department
<b>Manager</b>	Carrie Sanders	Public Works
<b>Team Members</b>	Dan Stevens Jenny Kimball Jim Woods John Hollida Mark Wessel Marylou Berg Matt Folden Mike Wilhelm Rob Orndorff Wayne Noll	City Manager Public Works Recreation and Parks

Is there a budget for this project that is separate from standard operating costs? **Yes**

Funding	FY07	FY08	FY	FY	FY	Total
Planned	\$711,000	\$389,531	0	0	0	\$1,100,531
Revised	0	0	0	0	0	0
Expended to Date	0	\$267,269	0	0	0	\$267,269

### LEGEND:

\* - Public Involvement

†† - Mayor and Council Action

				START			END		
	*	††	Tasks and Milestones	Planned	Revised	Actual	Planned	Revised	Actual
1	Y	-	Public outreach/neighborhood petition	02/01/06	-	02/01/06	04/01/06	-	04/01/06
2	Y	Y	Request FY2007 funding for design and survey	05/01/06	-	05/01/06	07/01/06	-	07/01/06
3	-	-	Apply for SAFETEA-LU funding to construct sidewalk	08/01/06	-	08/01/06	11/15/06	-	10/31/06
4	Y	-	Conduct engineering survey for all phases	01/08/07	-	01/08/07	03/01/07	-	03/01/07
5	Y	-	"Walk the Block" meeting for Phase I	03/01/07	-	03/01/07	02/01/08	-	03/29/07
6	Y	-	Detailed design Phase I	06/01/07	-	04/09/07	09/01/07	-	08/01/07
7	Y	-	"Walk the Block" meeting Phase III	06/01/07	-	06/01/07	08/01/07	-	06/28/07
8	Y	-	"Walk the Block" meeting Phase II (discussed north side of Beall Avenue)	08/01/07	-	08/01/07	10/01/07	01/28/08	01/28/08

<b>9</b>	-	-	Construction Phase I	09/01/07	-	09/01/07	11/01/07	11/30/07	11/28/07
<b>10</b>	<b>Y</b>	-	Detailed design Phase III	03/01/08	-	04/07/08	07/01/08	-	06/06/08
<b>11</b>	-	-	Construction Phase III	07/01/08	-	06/12/08	09/01/08	07/30/08	07/01/08
<b>12</b>	-	-	"Walk the Block" meeting Phase II (discuss south side of Beall Avenue)	10/15/08	-	-	10/31/08	11/24/08	-
<b>13</b>	<b>Y</b>	-	Detailed design Phase II (including south side of Beall Avenue)	11/01/08	11/24/08	-	01/01/09	-	-
<b>14</b>	-	-	ADA plans and invitation for bid documents approved by SHA	01/01/09	-	-	04/01/09	-	-
<b>15</b>	-	-	Contract Awarded	04/01/09	-	-	06/01/09	-	-
<b>16</b>	-	-	Construction Phase II	06/01/09	-	-	08/01/09	-	-



## Pedestrian Safety - Sidewalk Links

Attach A

**Description:** This project supports pedestrian safety by constructing sidewalks. Sites are selected based on the sidewalk prioritization criteria. Missing sidewalk links will be installed on the following streets during FY09: Falls Road, Veirs Mill Road, Welsh Drive, Mannakee Street, Taft Street, Cabin John Parkway, Broadwood Drive, Waddington Lane, and Mt. Vernon Drive.

**Mayor & Council Goal -** Distinct Neighborhoods - One City

**Date Created:** 5/19/2008

**Project Status:** Open

**Is this a CIP Project:** Yes

	Project Team	Department
<b>Manager</b>	Carrie Sanders	Public Works
<b>Team Members</b>	Emad Elshafei Jim Woods Mark Wessel Matt Folden	

Is there a budget for this project that is separate from standard operating costs? **Yes**

Funding	FY09	FY	FY	FY	FY	Total
Planned	\$700,000	0	0	0	0	\$700,000
Revised	0	0	0	0	0	0
Expended to Date	0	0	0	0	0	0

### LEGEND:

★ - Public Involvement

†† - Mayor and Council Action

	★	††	Tasks and Milestones	START			END		
				Planned	Revised	Actual	Planned	Revised	Actual
1	-	-	Meet with Engineering Division to coordinate and plan steps	06/26/08	-	07/07/08	07/11/08	07/15/08	07/15/08
2	-	-	Send requests for design to A/E firms	07/18/08	10/27/08	-	08/01/08	10/31/08	-
3	-	-	Receive proposals	08/18/08	11/03/08	-	08/22/08	11/07/08	-
4	-	-	Contract Award	09/01/08	11/24/08	-	09/15/08	12/05/08	-
5	-	-	Concept Design Phase	09/22/08	12/10/08	-	10/31/08	01/15/09	-
6	Y	-	Share Concept Design with Public	11/03/08	02/12/09	-	12/31/08	03/02/09	-
7	Y	-	Complete Design Phase	01/05/09	03/02/09	-	03/31/09	05/01/09	-
8	-	-	Send out design documents for bid	04/01/09	05/15/09	-	05/29/09	-	-
9	-	-	Receive and review bids	06/01/09	-	-	07/01/09	-	-
10	-	-	Sidewalks construction	08/01/09	-	-	10/31/09	-	-





## Pedestrian Safety Grant

Attach A

**Description:** This project involves applying for Maryland State Highway Administration (MDSHA) demonstration funds amounting to \$149,025 for pedestrian improvements in Rockville. The funds are targeted for pedestrian countdown signals at all City-owned signalized intersections. The funds will reimburse the City for dollars spent on the countdown signals.

**Mayor & Council Goal** - Distinct Neighborhoods - One City

**Date Created:** 7/2/2006

**Project Status:** Open

**Is this a CIP Project:** No

**Is this project included in the Quarterly Mayor and Council Review Meetings?** Yes

	Project Team	Department
<b>Manager</b>	Carrie Sanders	Public Works
<b>Team Members</b>		

Is there a budget for this project that is separate from standard operating costs? Yes

Funding	FY05	FY	FY	FY	FY	Total
Planned	\$149,025					\$149,025
Revised						0
Expended to Date						0

### LEGEND:

\* - Public Involvement

†† - Mayor and Council Action

				START			END		
	*	††	Tasks and Milestones	Planned	Revised	Actual	Planned	Revised	Actual
1	-	-	Based on SHA comments on the City's first conceptual design application, revise conceptual design application.	08/01/06	-	08/01/06	10/01/06	-	09/08/06
2	-	-	SHA kick-off meeting where approximate application timeline is received.	10/01/06	-	09/22/06	10/01/06	-	09/22/06
3	-	-	Complete and submit Project Information Sheet to MDSHA.	09/25/06	-	09/25/06	10/31/06	-	10/31/06
4	Y	-	MOU process between City of Rockville and SHA. Preliminary design. Environmental documentation submittal and federal/state review.	11/01/06	-	11/01/06	05/01/07	09/01/07	09/01/07
5	-	-	Approval from SHA and the Federal Highway Administration on application.	11/01/06	-	11/01/06	05/01/07	09/01/07	09/01/07
6	-	-	Maryland Historic Trust documentation and review. Environmental documentation for construction.	07/01/08	-	07/01/08	09/01/08	-	07/21/08
7	-	-	Survey and engineering. Final SHA design review (95% plans, specifications, and estimates).	05/01/07	08/01/08	08/01/08	07/01/07	10/01/08	10/01/08
8	-	-	Final review meeting and	10/01/08	-	-	11/01/08	11/14/08	-

			public notification.						
<b>9</b>	-	-	Submit 100% plans, specifications, and estimates to SHA and request to advertise for construction.	09/01/07	10/01/08	-	11/01/07	11/14/08	-
<b>10</b>	-	-	Advertise for construction.	11/01/07	11/14/08	-	12/01/07	12/01/08	-
<b>11</b>	-	-	Bid opening.	01/01/08	12/01/08	-	03/01/08	01/01/09	-
<b>12</b>	-	-	Concurrence in award package submission.	03/01/08	01/01/09	-	04/01/08	02/01/09	-
<b>13</b>	-	-	Notice to proceed for construction.	04/01/08	02/01/09	-	06/01/08	03/01/09	-
<b>14</b>	-	-	Construction	07/01/08	03/01/09	-	09/01/08	03/31/09	-



## Pedestrian/Bikeway System Improvements

Attach A

**Description:** This project addresses pedestrian and bicycle safety. The goal is to make Rockville's sidewalks, trails and bridges safe for daily commuting, exercising and leisure. In FY 2009, safety improvements will be made at the Sister City Friendship Bridge, a pedestrian and bicycle route connecting west Rockville and the Town Center. The project includes improving lighting on the bridge and an extended pathway from Crofton Hill Lane to Darnestown Road to improve access to the bridge.

**Mayor & Council Goal -** Distinct Neighborhoods - One City

**Date Created:** 5/14/2008

**Project Status:** Open

**Is this a CIP Project:** Yes

**Is this project included in the Quarterly Mayor and Council Review Meetings?** Yes

	Project Team	Department
<b>Manager</b>	Jerry Daus	Recreation and Parks
<b>Team Members</b>	Mauricio Daza URS Engineering	

Is there a budget for this project that is separate from standard operating costs? **Yes**

Funding	FY08	FY09	FY10	FY	FY	Total
Planned	\$85,000	\$1,010,000	0	0	0	\$1,095,000
Revised	0	0	0	0	0	0
Expended to Date	0	0	0	0	0	0

### LEGEND:

★ - Public Involvement

††† - Mayor and Council Action

				START			END		
	★	†††	Tasks and Milestones	Planned	Revised	Actual	Planned	Revised	Actual
1	-	-	Select design firm	-	-	09/03/08	-	-	09/03/08
2	-	-	Pre-design / site meeting	-	-	09/17/08	-	-	09/17/08
3	-	-	Submit plans & specs to City	10/24/08	-	-	10/24/08	-	-
4	-	-	Submit for City permits	10/24/08	-	-	10/24/08	-	-
5	-	-	Submit for State Highway Administration District 3 approval	12/05/08	-	-	12/05/08	-	-
6	-	-	Receive SHA approval	01/30/09	-	-	01/30/09	-	-
7	-	-	Advertise bid	02/25/09	-	-	02/25/09	-	-
8	-	-	PreBid Meeting	03/11/09	-	-	03/11/09	-	-
9	-	-	Bid opening	04/15/09	-	-	04/15/09	-	-
10	-	-	Contractor receives Notice To Proceed	05/01/09	-	-	05/01/09	-	-
11	-	-	Substantial completion	09/01/09	-	-	09/01/09	-	-



# Rockville Intermodal Access: Baltimore Road & Roadside Improvements

Attach A

## Description:

This 2-1/3 mile long project will improve accessibility and connectivity of the intermodal system by connecting the Baltimore Road corridor to Town Center. Multimodal upgrades are planned on Baltimore Road to allow people to drive, walk, bike, or take transit between several existing and planned landmarks, transportation facilities, community facilities, religious centers, shopping centers, and residential areas.

The design includes improving roadway sections and pedestrian and bike facilities along the roadside. On Baltimore Road between MD28 and City Limit, the design shall include roadway pavement upgrade to standards, improve roadway vertical profile to enhance storm water run-off, install curb and gutter, provide storm drainage pipe system where needed, extend shared use path for pedestrians and bikes, add/replace street trees/lights, ensure pedestrian accessibility to bus stops, widen existing pedestrian/bike bridge superstructure, and provide storm water management systems.

The existing shared-use bike path along Baltimore Road will extend from the City Limit to First Street and continue to Town Center via the Millennium Trail on MD 28 and the bike route on Grandin Avenue to Park Road and Town Center. The pedestrian improvements between MD28 and Town Center along Baltimore Road, S. Stonestreet Avenue, and Park Road will be within the existing right-of-way (clear sidewalk path, ramps, crosswalks, and crossing signals).

The project construction is planned in phases. Phase I includes improving pedestrian and bike connectivity and accessibility between Town Center and the intersection of MD28 and Baltimore Road (the bike improvements are along Park Road, Grandin Avenue and Millennium Trail on MD28). Also Phase I includes corridor improvements on Baltimore Road between MD 28 and Gladstone Road. Phase II includes road improvements of 4,600 feet on Baltimore Road between Gladstone Road and the Rockville City limits.

**Mayor & Council Goal** - Distinct Neighborhoods - One City

**Date Created:** 10/11/2006

**Project Status:** Open

**Is this a CIP Project:** Yes

**Is this project included in the Quarterly Mayor and Council Review Meetings?** Yes

	Project Team	Department
<b>Manager</b>	Nazar Saleh	Public Works
<b>Team Members</b>	Emad Elshafei Mark Wessel Marylou Berg Nate Wall	City Manager Public Works

Is there a budget for this project that is separate from standard operating costs? **Yes**

Funding	FY07	FY08	FY09	FY10	FY11	Total
Planned	\$500,000	\$3,200,000	\$1,900,000		0	\$5,600,000
Revised	0	0	0	0	0	0
Expended to Date	0	0	0	0	0	0

## LEGEND:

\* - Public Involvement

†† - Mayor and Council Action

	*	††	Tasks and Milestones	START			END		
				Planned	Revised	Actual	Planned	Revised	Actual
1	-	-	Project initiation meeting with State Highway Administration (SHA)	09/22/06	-	09/22/06	09/22/06	-	09/22/06
2	-	-	National Environmental Protection Act (NEPA) approval of Programmatic Categorical Exclusion (PCE) to proceed with Preliminary Engineering	-	-	09/29/06	-	-	10/10/06

3	-	-	Project Development Planning	09/22/06	-	09/25/06	12/22/09	-	01/24/07
4	-	-	Define project scope of work and outreach process	10/09/06	-	10/09/06	11/22/06	01/22/07	01/24/07
5	-	Y	Ensure availability of design funds (matching funds by the City)	10/09/06	-	12/01/06	05/14/07	-	03/05/07
6	-	Y	MOU between the SHA and City - Prepared by SHA and approved by City	-	-	10/30/06	12/22/06	07/13/07	07/19/07
7	-	-	Begin early coordination/letters with environmental agencies	03/05/07	-	03/05/07	03/19/07	-	05/07/07
8	-	-	Prepare draft RFP for Engineering Services and submit to SHA	01/02/07	-	01/02/07	02/26/07	11/03/07	08/27/07
9	Y	-	Public Outreach: informal meeting with Twinbrook Baptist Church -Institutional Facilities	06/20/07	-	06/14/07	06/21/07	-	06/15/07
10	Y	-	Public Outreach: Non residential community kick-off Meeting (Project History & Status)	07/24/07	-	08/03/07	08/17/07	02/28/08	02/28/08
11	Y	-	Public Outreach: Publish in Rockville Reports project status and expected time frame of design and construction activities.	08/31/07	-	07/09/07	09/28/07	-	07/31/07
12	-	-	Prepare Draft Public Notice for solicitation of expression of interest from A/E consultants for design services and send to SHA	-	-	07/23/07	08/10/07	-	08/27/07
13	-	-	Finalize Public Notice	10/08/07	10/31/07	10/31/07	10/19/07	11/16/07	11/19/07
14	-	-	Advertise Solicitation of Expression of Interest for A/E consultants	10/19/07	12/19/07	12/07/07	10/19/07	12/19/07	12/07/07
15	-	-	Receive and perform preliminary screening of Consultants submittals	11/23/07	01/04/08	01/04/08	11/30/07	01/18/08	01/31/08
16	-	-	Consultant Review Committee establishes rating factors and rate Expression of Interest Qualification Submittals.	12/03/07	01/11/08	01/18/08	12/07/07	01/25/08	02/15/08
17	-	-	Develop a Reduced Candidate List; Request Technical Proposals; Pre-Proposal Meeting;	12/10/07	01/25/08	02/18/08	01/11/08	02/22/08	03/07/08
18	-	-	Consultant Review Committee ranks technical proposals; Review Price Proposal of top ranked consultant	01/14/08	06/30/08	06/30/08	01/28/08	11/10/08	-
19	-	-	Negotiate contract; Select consultant; and obtain SHA approval for issuance of	01/28/08	11/10/08	-	02/18/08	12/12/08	-

			Notice to Proceed to chosen consultant						
20	-	-	Preliminary Engineering and Surveying - 30% Design	05/14/07	01/05/09	-	09/10/07	05/15/09	-
21	Y	-	Public Outreach: Update public on project status and solicit input on design to date	01/11/08	02/09/09	-	02/11/08	03/09/09	-
22	-	-	Final Design Complete	10/23/09	-	-	11/06/09	-	-
23	-	-	Prepare for Advertizing project construction	11/30/09	-	-	12/18/09	-	-
24	-	-	Selection of Contractor and Notice to Proceed	01/08/10	-	-	01/22/10	-	-

## LEGEND:

\* - Public Involvement

# - Mayor and Council Action

**Notes** This is a Federally funded project. There is \$4,000,000 Earmarked (legislation projects 2118 and 4313) and the City has to match at least \$1,000,000 towards the earmarked funds. City is estimated to receive ~80% of Earmarked Funds after Congressional reductions (Rescissions and Obligational Authority). Project Sponsor is City of Rockville.





## Town Center Shuttle Service

Attach A

**Description:** The overall purpose of this project is to establish transit service that provides frequent and convenient access to Town Center via shuttle buses. The project involves technical and financial feasibility analyses of loop shuttle bus service. Federal funds of \$971,779 have been earmarked to assist with purchase of transit vehicles for this program.

**Mayor & Council Goal** - Distinct Neighborhoods - One City

**Date Created:** 7/3/2006

**Project Status:** Open

**Is this a CIP Project:** Yes

	Project Team	Department
<b>Manager</b>	Emad Elshafei	Public Works
<b>Team Members</b>	Catherine Tuck Parrish Craig Simoneau Marylou Berg	City Manager Public Works

Is there a budget for this project that is separate from standard operating costs? **Yes**

Funding	FY07	FY08	FY09	FY10	FY11	Total
Planned	\$242,945					\$242,945
Revised						0
Expended to Date		\$242,945				\$242,945

**LEGEND:**

\* - Public Involvement

†† - Mayor and Council Action

	*	††	Tasks and Milestones	START			END		
				Planned	Revised	Actual	Planned	Revised	Actual
1	-	Y	Complete and submit report to Mayor & Council on preliminary study of feasibility for Town Center Shuttle	03/01/05	-	03/01/05	05/01/03	-	05/01/03
2	-	-	Receive notice of Federal funding approval for Bus and Bus-Related facilities for Town Center	02/01/05	-	02/01/05	02/01/05	-	02/01/05
3	-	Y	Mayor & Council direct staff to explore technical and financial possibility of acquiring and operating a shuttle in the City using federal funds	05/02/05	-	05/02/05	11/01/05	-	11/01/05
4	-	-	Meet with Mont. County Ride-On staff to discuss possible coordination for use of federal funds	04/29/05	-	04/29/05	06/07/06	02/01/07	03/15/07
5	-	Y	Worksession with Mayor & Council to present options for capital purchase and operational funding sources	01/17/06	-	07/31/06	01/17/06	-	07/31/06
6	-	-	Update and submit project scope to Federal Transit Administration (FTA)	08/07/06	-	08/07/06	08/18/06	-	08/18/06
7	-	-	Prepare project description	08/21/06	-	08/21/06	12/31/06	-	12/31/06

			and ensure that project is listed in regional Transportation Improvement Plan (TIP) and State TIP						
8	-	-	County submits proposal to City to operate Town Center Shuttle-branded buses along Ride-On Rt. 45 and Maryland Ave. in Town Square	03/12/07	-	03/12/07	03/12/07	-	03/12/07
9	-	Y	Mayor & Council agree to County proposal, direct staff to prepare MOU w/County whereby County submits grant application and operates and maintains the vehicles	03/19/07	-	03/19/07	03/19/07	-	03/19/07
10	-	-	Staff prepare agreement with County to brand and operate shuttles	03/20/07	-	03/20/07	04/30/07	07/31/07	07/24/07
11	-	-	Staff coordinate transfer of federal (FTA) funds to Montgomery County/Maryland Transit Administration	03/20/07	-	03/20/07	05/30/07	12/14/07	12/17/07
12	-	Y	Branding and naming of the shuttle	01/01/08	-	01/03/08	09/01/08	-	09/01/08
13	-	-	County prepares/paints shuttles	09/02/08	-	09/02/08	02/15/09	-	-
14	-	-	Town Center Shuttles begin to operate along Ride-On Route 45	09/07/08	02/16/09	-	09/07/08	02/16/09	-

LEGEND:

\* - Public Involvement

# - Mayor and Council Action

**Notes** In Spring 2005, the City explored the possibility of using Town Center shuttle funds for some part of the Town Square public improvements, but since Town Center construction began in 2004, federal funds were no longer eligible and, therefore, Town Center shuttle funds could not be transferred for public improvements. City staff met with Montgomery County Ride-On staff several times in 2005-2007. In March 2007, Montgomery County offered to operate and maintain six (five operating and one backup) Town Center Shuttle-branded vehicles along the existing Ride-On Route 45, and to divert the route to serve Maryland Avenue in Town Square. Mayor and Council then directed staff to develop an agreement with the County to support the proposed operations. In late summer 2007, the grant was awarded by FTA, and issued - via MTA - to Montgomery County, the grant sub-recipient. The City paid the required 20% match to acquire the vehicles, and the County purchased the buses. The City provided the County the graphic design for the shuttle.



## Photo Radar - Speed Cameras

Attach A

**Description:** This project is to plan and implement new speed camera technology to increase safety by reducing speeding on residential streets. The Maryland General Assembly overrode the Governor's veto allowing Montgomery County and its municipalities to operate photo radar to detect speeding. Speed cameras may be deployed on residential streets with speeds of 35 mph or less or within school zones. Because of the way the law was passed, the City must enter into an MOU with Montgomery County to ensure that the revenue from tickets issued by Rockville police officers come to Rockville. The tickets have a fine value of no more than \$40 for the initial fine, with fixed fees of \$25 late fee and \$20 MVA administrative fee. . Any net revenue collected by local governments is required to be used to supplement related public safety purposes, including pedestrian safety efforts.

**Mayor & Council Goal** - Distinct Neighborhoods - One City

**Date Created:** 2/8/2006

**Project Status:** Open

**Is this a CIP Project:** No

	Project Team	Department
<b>Manager</b>	Terry Treschuk	Police
<b>Team Members</b>	Bob Rappoport Catherine Tuck Parrish Craig Simoneau Emad Elshafei Marylou Berg	City Manager Police Public Works

Is there a budget for this project that is separate from standard operating costs? **Yes**

Funding	FY07	FY08	FY09	FY	FY	Total
Planned	\$50,000	\$3,543,575	\$340,135	0	0	\$3,933,710
Revised	\$640,000	0	0	0	0	\$640,000
Expended to Date	\$312,406	\$1,492,326	\$31,252	0	0	\$1,835,984

### LEGEND:

★ - Public Involvement

☞ - Mayor and Council Action

				START			END		
	*	☞	Tasks and Milestones	Planned	Revised	Actual	Planned	Revised	Actual
1	-	-	Photo radar veto override	01/26/06	-	01/26/06	01/26/06	-	01/26/06
2	-	-	Demonstration and informational meeting with project team, vendor, and Montgomery County staff	01/31/06	-	01/31/06	01/31/06	-	01/31/06
3	-	-	Draft MOU provided to County for review	01/31/06	-	01/31/06	01/31/06	-	01/31/06
4	-	-	Photo radar law takes effect	02/24/06	-	02/24/06	02/24/06	-	02/24/06
5	-	-	Montgomery County RFP drafted	02/01/06	-	02/01/06	03/20/06	-	03/31/06
6	-	-	Identify sites for stationary photo radar devices	02/01/06	-	02/21/06	05/22/06	-	05/01/06
7	-	-	Identify testing locations for warning-only implementation	03/01/06	-	03/01/06	04/03/06	-	05/01/06
8	-	-	Collect speed data at proposed stationary sites	03/08/06	-	02/21/06	05/22/06	-	05/01/06
9	-	-	County Executive and City Manager sign MOU	04/05/06	-	04/05/06	04/12/06	-	03/20/06

10	-	-	Arrange processing with Montgomery County to get City ticket revenue	03/01/06	-	03/01/06	06/14/06	04/11/07	05/02/07
11	-	Y	Brief Mayor & Council and provide public information on speed camera implementation	05/17/06	-	05/17/06	07/19/06	-	03/12/07
12	-	-	Montgomery County award RFP to vendor	06/05/06	-	06/05/06	07/31/06	-	02/09/07
13	-	-	Implement residential speed camera enforcement	07/10/06	05/02/07	05/02/07	08/01/08	-	08/01/08
14	-	-	Implement school zone speed cameras	08/30/06	07/25/07	07/25/07	10/01/06	08/01/08	08/01/08
15	-	-	Evaluate reduced speeds at fixed sites	01/03/07	-	01/03/07	01/31/07	02/15/08	06/02/08
16	-	-	Addition of new fixed sites being negotiated	09/02/08	-	09/02/08	10/01/08	-	-
17	-	-	Negotiation of new fixed fee	09/02/08	-	09/02/08	11/07/08	-	-

## LEGEND:

★ - Public Involvement

\*\*\* - Mayor and Council Action

## Notes

The Photo Speed program began a warning period on 3/13/07. The warning period ended on 5/1/07.

Live citations began on 5/2/07. Court appearances have been minimal, with less than a dozen each month. Two fixed site locations up and running as of September 01, 207: Wootton Parkway and Baltimore Road. Review and analysis of the first six months of the program are in process, with an expected first report due in Mid-February. We are worked closely with the State Highway Administration in our successful efforts to install the third fixed site cameras on West Montgomery Avenue. We are beginning a review of the next eight sites for possible mobile van placement. Operating expenditures ( personnel costs: \$74,485.00 Vendor disbursements: \$312,406.00)

## 6/2/08 Program Update:

On April 12 ,2008, our third fixed camera location went live in the 400/500 block of W. Montgomery Avenue. Over 1,200 warning citations were mailed during the first two weeks (3/128-5-2), and those numbers have stayed consistent so far.

May 2, 2008 marked the first complete year of the photo speed program issuing live citations. We are working with the vendor to compile statistics and data for an annual report. We have completed an in-house analysis of the two fixed pole cameras on Baltimore Road and Wootton Parkway. Our analysis indicates that the program has reduced the percentage of violators at each location, and the average speed of vehicles has also been reduced.

Our records indicate that we mailed out 69,703 violations during the first year. During the month of May 2008 we were averaging 1,600 violations per/week or approximately 6,400/moth.

We have identified eleven locations for possible expansion of the mobile speed van. We are working with Traffic and Transportation to get current stats and speed data. Once analyzed, we will convene the citizen review committee to evaluate, rate, and approve the locations. We are also exploring the options of expanding the number of our fixed pole cameras. As our program expands, we have been in discussion with our vendor on a fixed price contract.

August 26, 2008

The Honorable Susan Hoffmann  
Mayor, City of Rockville  
111 Maryland Avenue  
Rockville, MD 20850

Dear Mayor Hoffmann:

I am writing to inform you that County Executive Leggett has proposed the expansion of the Western Montgomery County Citizens Advisory Board (WMCCAB) to include representatives from residential and business communities within the City of Rockville. A Resolution effecting this change has been submitted to the County Council for their review and approval.

As you know, the WMCCAB is one of five regional bodies that:

- Provides policy and program advice and recommends capital improvement projects to the County Executive and County Council.
- Works with public agencies to identify and address community needs.
- Serves as a liaison to constituent communities.

The regional advisory boards are not intended to advocate a majority position, but to represent diverse points of view found within their region.

The WMCCAB is currently comprised of ten residential representatives (five from inside the beltway and five outside) and five business representatives. Of the four new seats being created, two will represent Rockville's residential communities. Another seat will represent the Rockville business community. The final seat will add representation from a non-profit organization within the full region.

The region served by the Western Montgomery County Citizens Advisory Board currently includes the communities of Bethesda, Chevy Chase, Garrett Park, North Bethesda, and Potomac. Collectively, this area is known as the Bethesda-Chevy Chase Regional Services Area. The region itself will expand to serve Rockville.

The Honorable Susan Hoffmann  
August 26, 2008  
Page 2

The expansion of the Regional Services Area will allow the Regional Center to become a point of contact for the Rockville community for County issues and problem solving, including the resolution of citizen concerns. In each region, Regional Services Centers facilitate public dialogue on County initiatives, assess and prioritize County services, and coordinate site evaluation and selection for County facilities.

Upon approval of the Resolution by the County Council, the County Executive will begin the selection process for the new board members. This process will include a public advertisement and interview process conducted by the WMCCAB and myself. Nominations are then made by the County Executive and must be confirmed by the County Council.

I invite your assistance and input throughout this process, especially in identifying community leaders to serve on the WMCCAB. I look forward to working with you, the Council, City staff, and the Rockville community to establish a positive relationship.

Sincerely,

Kenneth B. J. Hartman  
Director, Bethesda-Chevy Chase  
Regional Services Center

KH:da



## Update on the formation of a Science Center in Rockville

A growing group of volunteers with interest in moving forward an agenda to establish a Science Center in the greater Rockville area have met ten times in the six months since the encouraging meeting with Rockville Mayor Susan Hoffmann on 31 March 2008 at CARB/UMBI Shady Grove. The group is making slow but steady progress in laying a foundation to establish a nonprofit organization with a vision and mission that aligns with the city's feasibility study.

The group has focused on three main aspects of this endeavor: the programmatic components to a science center, organizational aspects to a nonprofit enterprise that could advance a science center, and an outreach effort that would be essential to move forward the organization and programs.

The group has grown from an initial, executive/founding board of Jennifer Kaye, Robert Ekman and Edward Eisenstein along with Phyllis Marcuccio and Mac West, to include most recently Spencer Iscove, Ruth Hanessian, Janet W. Crampton, and David Spitzer.

### I. Programs

After a number of discussions and consultations with Van Reiner of the Maryland Science Center and Walter Witche from the Science Museum of Virginia, the group explored the idea of using the vehicle of a Science Café as an initial programmatic step to gain some name recognition and to attract additional people interested in establishing a science center in the community. Science Cafes are mainly a grassroots activity involving a group of people meeting socially to learn about and discuss any number of scientific topics and ideas. The groups attending Science Cafes tend to be quite diverse, ranging from professionals, teachers to interested citizens. Thus, the idea of a café might help catalyze ground level interest in the community. A Science Café in Arlington was visited, which provide some useful insight into the most significant aspects to organizing a Café: finding an appropriate venue and publicizing the event. Our Board's goal over the next several months is to start a Science Café in the Rockville area and build a broader base of community interest.

Another aspect of programmatic development concerns building a relationship with the Maryland Science Center. The Rockville group visited Van Reiner at the Maryland Science Center to learn more about their activities and to discuss how we might develop a mutually beneficial partnership.

### II. Organization

The main advance in this area was the completion of preliminary paperwork by Ann Thomas and Robert Waldman for the formation of a 501c3 organization that would advance a science center in our community. The documents have been distributed, and are being vetted amongst the group to address some questions and concerns. The Board's goal is to complete a full assessment of the documents by the end of September, re-engage city officials to address questions, and sign the appropriate paperwork in late fall.

### III. Outreach

The group is keenly aware of the value of developing a strong name brand and identity that would capture the excitement of a regional science center in our community. We have spent considerable time on the consideration of mission statements, names for the center, ideas for logos and potential supporters. Recently, the group engaged the volunteer services of Tim Fahey of dirigo Agency to help with naming and branding the center. The Board's goal is to develop a name, logo, vision and mission in a time frame that is compatible with the launch of a Science Café program.

## Schedule for the Development and Adoption of the Rockville Green Building Program

### Overview:

The Rockville program will require all new residential and commercial construction (except perhaps accessory structures like backyard sheds) to meet a *LEED gold equivalent* performance. The City will adopt procedural and financial incentives for performance *beyond compliance*.

Building standards will be borrowed from recommendations of the various international building code organizations (providing a LEED silver equivalent), the U.S. Green Building Council (LEED), the U. S. Environmental Protection Agency (Energy Star), and other communities that have already addressed some aspect of the program in a way worth emulating.

Renovations of a certain size and scope will also be required to *build it green*. Incentives may be identified that will motivate existing businesses and homeowners to voluntarily upgrade their properties

### September - November 2008

Complete drafting amendments to City Code Chapter 5 *Buildings and Building Regulations* as follows:

Work with Community Planning and Development Services to draft updates to all applicable local building codes for both commercial and residential buildings, including plumbing, energy efficiency, electrical and mechanical.

Identify all necessary local revisions to the recommendations of the international code organizations.

Add additional green features to the draft Chapter 5 that address:

- Green and Cool Roofs
- Porous Pavement
- Insulation
- Water Efficiency
- Windows and Doors
- Lighting Fixtures
- Heating and Cooling Equipment
- Require buildings be "Solar Ready"
- On-Site Alternative Energy Generation (from Zoning)
- Appliances
- Bike Parking, Storage and Shower Facilities
- Parking Garages and Shared Parking
- On-Site Stormwater Controls

Work with Historic Preservation to ensure that historic structures are not compromised.

Identify additional *Beyond Compliance* improvements and describe in a program description that supplements Code Chapter 5, including:

- Existing buildings
- Landscaping
- Flooring and Furniture
- Reused building Materials
- Other State of the art or experimental green features
- Identify incentives (financial and/or process benefits) to stimulate *beyond compliance* performance

Brief Recreation and Parks about the implications of the proposed program on future City building projects.

Evaluate and cost out the City's potential investment in the draft green building program, including: staffing, consultants and lost revenue dedicated to incentives (if any)

**December 2008**

Brief Senior Management and the Environment Commission on the Draft program

**January –February 2009**

Circulate the Draft package to the development community and other interested stakeholders. Hold a series of public meetings to facilitate discussion.

**March 2009**

Revise package per stakeholder comments

**April 2009**

Brief Mayor and Council and seek formal introduction  
 ➤ Press release, Website, Rockville Reports & Channel 11

**April - June 2009**

Formal public comment period

**July – August 2009**

Respond to public comments and revise package

**September 2009**

D&I Mayor and Council

**October 2009**

Adoption Mayor and Council (standard building code updates effective immediately – effective date for green building elements delayed for approximately 1 year)

**Nov 2009 to Nov 2010**

Develop procedures, supporting materials and train staff (and/or hire contract support) to begin implementation upon the effective date.



# Recycling and Refuse Program Implementation

Attach A

**Description:** Implement citywide semi-automated, once-per-week refuse; single stream recycling; and call-on-demand bulk collections based on a decision by the Mayor and Council at its December 17, 2007 meeting. The implementation will be in three month phases, spanning 12-15 months, beginning October 2008.

**Mayor & Council Goal** - Distinct Neighborhoods - One City

**Date Created:** 1/4/2008

**Project Status:** Open

**Is this a CIP Project:** No

	Project Team	Department
<b>Manager</b>	Craig Simoneau	Public Works
<b>Team Members</b>	Anthony Frazier Jason Bible Jim Woods Marylou Berg Pat Stroud Raymond Foreman Susan Fournier Tisha Powell	Public Works City Manager

## LEGEND:

\* - Public Involvement

†† - Mayor and Council Action

	*	††	Tasks and Milestones	START			END		
				Planned	Revised	Actual	Planned	Revised	Actual
1	-	Y	Mayor and Council decision to implement citywide, semi-automated, curbside, once-per-week refuse single stream recycling, and yardwaste; and call-on-demand bulk and hazardous pickup.	12/17/07	-	12/17/07	12/17/07	-	12/17/07
2	-	-	Transition "Pilot" neighborhoods back to once-per-week refuse collection.	01/28/08	-	01/28/08	01/28/08	-	01/28/08
3	-	Y	Establish contract with hauling company.	02/04/08	-	02/04/08	05/05/08	-	06/16/08
4	-	Y	Procurement of vehicles/equipment.	02/04/08	-	02/04/08	05/01/09	-	-
5	-	-	Program planning and develop customer service materials (incl new guide).	03/03/08	-	03/03/08	07/25/08	10/03/08	10/03/08
6	-	-	Route planning and phasing.	03/17/08	-	03/17/08	08/30/08	09/25/08	09/25/08
7	Y	-	Citywide implementation of Phases, including informational packets to residents; public outreach/meetings; ordering, assembling, and delivering carts; and customer resolution.	08/13/08	-	08/13/08	08/28/09	-	-
8	Y	-	Phase I begins (first week of collection).	10/20/08	10/27/08	-	10/24/08	10/31/08	-

**Notes** As the number of Phases and routes are determined, additional milestones will be added.



# Zoning Ordinance Review and Revision

Attach A

**Description:** This project provides a comprehensive review and revision of the City's Zoning Ordinance and related code changes to make it more user friendly, to modernize the zoning concepts, and to address issues related to development in residential neighborhoods.

**Mayor & Council Goal -** Quality Built Environment

**Date Created:** 7/3/2006

**Project Status:** Open

**Is this a CIP Project:** No

	Project Team	Department
<b>Manager</b>	Deane Mellander	Community Planning and Development Services
<b>Team Members</b>	Jim Wasilak Sondra Block Susan Swift	City Attorney Community Planning and Development Services

## LEGEND:

★ - Public Involvement

✚ - Mayor and Council Action

	★	✚	Tasks and Milestones	START			END		
				Planned	Revised	Actual	Planned	Revised	Actual
1	-	-	Assemble staff resource team	-	-	-	05/01/05	-	06/01/05
2	-	Y	Mayor & Council adoption of FY06 budget	-	-	-	06/01/05	-	06/01/05
3	-	Y	Mayor & Council briefing on program outline	-	-	-	06/01/05	-	06/01/05
4	-	Y	Mayor & Council briefing on outreach program	-	-	-	09/01/05	12/12/05	12/12/05
5	Y	-	Public outreach - Phase I (Structure of Ordinance)	-	-	-	10/01/05	02/01/06	03/06/06
6	-	Y	Mayor & Council and Planning Commission briefing on Phase I outcomes	-	-	-	11/01/05	03/01/06	02/27/06
7	Y	Y	Mayor & Council appoint members of the Rockville Zoning Ordinance Review Committee (RORZOR)	-	-	-	-	02/27/06	02/27/06
8	-	-	RORZOR Committee review and comment on completed RORZOR draft ordinance	11/17/06	-	11/17/06	09/05/06	08/21/07	09/11/07
9	Y	-	RORZOR Committee review and comment on annotated ordinance outline	-	-	-	-	-	05/23/07
10	Y	Y	Public Forum	11/30/06	-	12/07/06	12/07/06	-	12/07/06
11	Y	Y	Mayor and Council authorization to file	-	-	-	04/01/07	09/17/07	10/08/07
12	Y	-	Public Information Meetings	03/01/07	10/08/07	10/16/06	08/31/07	01/09/08	01/09/08
13	Y	-	Public Forum 1	10/23/07	-	10/23/07	10/23/07	-	10/23/07
14	Y	-	Public Forum 2	11/15/07	-	11/15/07	11/15/07	-	10/15/07

15	Y	-	Public Forum 3	12/05/07	01/10/08	01/10/08	12/05/07	01/10/08	01/10/08
16	Y	-	Planning Commission public meetings on draft Ordinance	03/01/07	01/23/08	01/23/08	04/01/07	01/30/08	01/30/08
17	Y	-	Planning Commission worksessions and recommendations	-	03/05/08	03/05/08	07/01/07	05/21/08	05/21/08
18	-	-	Staff preparation of revised draft based on Planning Commission recommendations	03/15/08	04/21/08	04/21/08	04/01/08	05/21/08	05/21/08
19	-	-	Additional Pubic Outreach	03/26/08	-	03/26/08	05/30/08	-	05/30/08
20	-	-	Mayor and Council briefing on revised text and map	-	-	06/09/08	-	-	06/09/08
21	Y	Y	Mayor & Council public hearings	07/01/07	06/16/08	06/16/08	06/04/07	06/30/08	06/30/08
22	Y	Y	Public hearing record closes	05/23/08	10/20/08	-	05/23/08	11/07/08	-
23	-	Y	Mayor & Council worksession/Discussion & Instruction	-	07/07/08	07/07/08	08/01/07	11/10/08	-
24	-	Y	Introduction of resolution for adoption	07/21/08	10/27/08	-	07/28/08	11/24/08	-
25	-	Y	Adoption of new ordinance and new zoning map	06/30/08	11/03/08	-	06/30/08	12/01/08	-

## LEGEND:

\* - Public Involvement

## - Mayor and Council Action

## Notes





# Rockville Pike Corridor Plan Update - Planning Implementation

Attach A

**Description:** This project will result in a revised Rockville Pike Corridor Neighborhood Plan. The existing Plan, which was adopted in 1989, envisions a mixed-use corridor with urban design elements to enhance the appearance of the planning area. The revised plan will address Mayor and Council goals and objectives, including improved pedestrian circulation and transportation facilities

**Mayor & Council Goal -** Quality Built Environment

**Date Created:** 4/23/2007

**Project Status:** Open

**Is this a CIP Project:** No

	Project Team	Department
<b>Manager</b>	Mayra Bayonet	Community Planning and Development Services
<b>Team Members</b>	Ann Wallas Hjarman Cordero Jeremy Hurlbutt Jim Wasilak Manisha Tewari Nancy Williams Nazar Saleh Nicole Walters Rocio Estrada	City Manager Community Planning and Development Services Public Works

Is there a budget for this project that is separate from standard operating costs? **Yes**

Funding	FY05	FY06	FY07	FY08	FY09	Total
Planned				\$300,000	\$197,960	\$497,960
Revised						0
Expended to Date				\$211,496		\$211,496

## LEGEND:

\* - Public Involvement

☞ - Mayor and Council Action

				START			END		
	*	☞	Tasks and Milestones	Planned	Revised	Actual	Planned	Revised	Actual
1	-	-	Assemble Staff Resource Team	06/28/07	-	06/28/07	07/13/07	-	09/04/07
2	-	Y	Noticed to Proceed	06/26/07	-	06/26/07	09/10/07	-	09/10/07
3	-	-	Update web page-Ongoing Process	06/20/07	-	06/20/07	06/25/09	-	-
4	Y	-	Continue outreach program-Ongoing process	06/19/07	-	06/19/07	06/26/09	-	-
5	-	-	Work Program Refinement/Consultant	09/06/07	-	09/06/07	09/11/07	09/27/07	09/27/07
6	-	-	Project Management Plan/Consultant	09/06/07	-	09/06/07	09/27/07	10/11/07	10/11/07
7	-	-	Plan Outreach/Consultant Management Plan	09/25/07	-	09/25/07	09/27/07	10/11/07	10/11/07
8	-	-	Study Area Tour/Consultant	09/11/07	-	09/11/07	09/11/07	-	09/11/07
9	-	-	Briefing from Relevant City Agencies (1)/Consultant	10/09/07	-	10/09/07	10/23/07	-	10/11/07
10	-	-	Briefing from Relevant Agencies (2)/Consultant	10/09/07	-	10/09/07	11/13/07	-	11/13/07

11	Y	-	Project Kick Off/Consultant	11/27/07	-	12/04/07	12/04/07	-	12/04/07
12	-	-	Project Kick-off Summary Report	12/19/07	-	12/19/07	12/19/07	-	12/19/07
13	Y	-	Stakeholders Interviews with ACP/Consultant (ongoing)	11/01/07	11/14/07	11/14/07	01/22/08	06/02/08	06/02/08
14	Y	-	Stakeholders Workshop	02/12/08	02/26/08	02/26/08	02/12/08	02/26/08	02/26/08
15	-	-	Stakeholders Workshop Report	03/14/08	-	03/14/08	03/14/08	-	03/14/08
16	Y	-	First Report to the Community	03/18/08	-	03/18/08	03/18/08	-	03/18/08
17	-	-	First Report to the Community Report	04/11/08	-	04/11/08	04/11/08	-	04/11/08
18	Y	-	Second Report to the Community/ERA	05/06/08	-	05/06/08	05/06/08	-	05/06/08
19	-	-	Second Report to the Community Report	05/20/08	-	05/20/08	05/20/08	-	05/20/08
20	Y	-	Design Charrette -5 days	07/08/08	05/31/08	05/31/08	07/12/08	06/04/08	06/04/08
21	Y	-	Design Charrette Results Meeting	06/03/08	-	06/03/08	06/03/08	-	06/03/08
22	Y	-	Third Report to the Community meeting	06/03/08	-	06/03/08	06/03/08	-	06/03/08
23	-	-	Charrete Summary Report	06/18/08	-	06/16/08	06/18/08	-	06/16/08
24	Y	-	Annotated Outline-Draft Plan	07/03/08	-	07/03/08	07/03/08	-	07/03/08
25	-	-	Preliminary Draft for Staff Review	08/07/08	-	08/07/08	08/07/08	-	08/07/08
26	-	-	Second Draft	10/31/08	-	-	10/31/08	-	-
27	Y	-	Fourth Report to the Community-The Draft Plan	11/18/08	-	-	11/18/08	-	-
28	-	Y	Joint Presentation Status Reports to Mayor and Council/Planning Commission	11/17/08	-	-	11/17/08	-	-
29	Y	-	Planning Commission Public Hearing	02/18/09	-	-	02/18/09	-	-
30	-	-	Third Draft	03/02/09	-	-	03/02/09	-	-
31	-	-	Revised Draft that Included Planning Commission Addendum. Action and Recommendation	03/09/09	-	-	03/09/09	-	-
32	Y	Y	Mayor and Council Public Hearing	04/20/09	-	-	04/20/09	-	-
33	-	-	Planning Commission Take Action	03/18/09	-	-	03/18/09	-	-
34	-	Y	Mayor and Council Discuss Plan	05/18/09	-	-	05/18/09	-	-
35	-	Y	Mayor and Council Plan Adoption- Final Report	05/25/09	-	-	05/25/09	-	-
36	-	-	Final Document of the Rockville Pike Corridor Plan	06/22/09	-	-	06/22/09	-	-

LEGEND:

- \* - Public Involvement
- # - Mayor and Council Action

**Notes**

This Plan includes the Twinbrook Metro Area.

The web page updates will be on-going.

On September 5, 2006, representatives from Maryland National Capital Park & Planning Commission (MNCPPC), Gaithersburg, and Rockville met to discuss various planning projects in the MD 355 & I-270 corridor. The result of the meeting was that the three jurisdictions agreed to work together to draft a common vision for the MD 355 & I-270 corridor. City staff continues to share information and ideas with M-NCPPC and the City of Gaithersburg on comprehensive planning along the MD 355 and I-270 corridors. Staff attended a Planning Board worksession on this topic on October 4, 2007. Staff will continue the coordination and will keep the Mayor and Council informed.



## College Gardens Park/Pond

Attach A

**Description:** Final design and construction of a stormwater management pond and new or replaced park features including basketball courts, playground equipment and park shelter building. This project is funded by a Water Resources CIP project under Dept. of Public Works and a separate CIP project under Recreation and Parks Dept. City staff is working with a task force of community members to finalize the site layout and details.

**Mayor & Council Goal** - Distinct Neighborhoods - One City

**Date Created:** 2/7/2007

**Project Status:** Open

**Is this a CIP Project:** Yes

	Project Team	Department
<b>Manager</b>	Lise Soukup	Public Works
<b>Team Members</b>	Mike Critzer Susan Straus	Public Works Recreation and Parks

Is there a budget for this project that is separate from standard operating costs? **Yes**

Funding	FY07	FY08	FY09	FY	FY	Total
Planned	\$182,055	\$1,813,573	0	0	0	\$1,995,628
Revised	0	0	\$1,425,487	0	0	\$1,425,487
Expended to Date	\$69,553	\$139,881	0	0	0	\$209,434

### LEGEND:

\* - Public Involvement

## - Mayor and Council Action

	*	##	Tasks and Milestones	START			END		
				Planned	Revised	Actual	Planned	Revised	Actual
1	-	-	Prepare 60% complete final engineering and architectural plans	02/01/07	-	-	04/30/07	-	06/05/07
2	Y	-	College Gardens Task Force Meeting to review 60% plans after getting outside agency comments (sediment control, forest conservation, pond design & stream restoration plans)	06/01/07	-	-	06/30/07	-	06/25/07
3	-	-	Prepare 80% complete final engineering & architectural plans. Includes addressing outside permitting agency comments.	05/01/07	07/09/07	07/09/07	08/31/07	10/31/07	11/16/07
4	Y	-	Public Meeting - view engineering & architecture plans.	09/01/07	10/04/07	10/04/07	09/30/07	10/04/07	10/04/07
5	-	-	Prepare 100% complete final engineering & architectural plans & specifications. Obtain permits for construction.	10/01/07	11/01/07	11/19/07	11/30/07	06/30/08	06/30/08
6	-	Y	Construction Bid process - advertise, review & select contractor & execute contract.	12/01/07	06/30/08	06/30/08	03/31/08	11/24/08	-
7	-	-	Construction of College Gardens Park and Pond improvements.	05/01/08	12/15/08	-	04/30/09	08/31/09	-

8	-	-	Construction of stream restoration downstream of Princeton Place.	07/01/08	01/05/09	-	08/31/08	02/28/09	-
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LEGEND:

\* - Public Involvement

# - Mayor and Council Action

**Notes** Funding shows this project's combined SWM and Parks CIP costs for final design in FY07 and construction in FY08. Costs for previous projects (College Gardens Low Impact Design Study and College Gardens Park/Pond Concept Design) are excluded since they were tracked in earlier project tracking sheets. Bid opening was 9/30/08 - apparent low bidder for park/pond/stream construction is HMF Paving at \$1,389,481.50, subject to MDE grant administrator approval.

**Description:** This project designs and constructs a community recreation center in the Falls Grove area. The concept plan for the center includes a gymnasium, two multipurpose rooms, fitness center, game room, patio, locker rooms, kitchenette, offices, storage and parking.

**Mayor & Council Goal -** Quality Built Environment

**Date Created:** 7/1/2006

**Project Status:** Open

**Is this a CIP Project:** Yes

	<b>Project Team</b>	<b>Department</b>
<b>Manager</b>	Burt Hall	Recreation and Parks
<b>Team Members</b>	Christine Henry Jerry Daus Jill Hall Lew Dronenburg Martha Coester Mike Critzer Neal Owens Phil Bryan Rob Orndorff Steve Mader	Recreation and Parks

Is there a budget for this project that is separate from standard operating costs? **Yes**

<b>Funding</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>Total</b>
Planned	\$336,000	\$3,000,000				\$3,336,000
Revised	\$336,000	\$3,245,000	\$1,983,858	\$100,000		\$5,664,858
Expended to Date	\$68,687	\$42,398	\$163,841	\$1,665,835	\$1,321,059	\$3,261,820

**LEGEND:**

★ - Public Involvement

☞ - Mayor and Council Action

				<b>START</b>			<b>END</b>		
	★	☞	<b>Tasks and Milestones</b>	<b>Planned</b>	<b>Revised</b>	<b>Actual</b>	<b>Planned</b>	<b>Revised</b>	<b>Actual</b>
<b>1</b>	-	-	Advertise RFP for design consultant	09/01/04	12/01/04	12/01/04	09/01/04	-	12/01/04
<b>2</b>	-	-	Receive proposals	10/01/04	03/01/05	03/04/05	-	-	03/04/05
<b>3</b>	-	Y	Mayor & Council award contract	11/01/04	04/01/05	05/02/05	12/01/04	05/02/05	05/02/05
<b>4</b>	-	-	Notice to Proceed to design consultant	12/01/04	05/02/05	05/02/05	12/01/04	05/02/05	05/02/05
<b>5</b>	Y	-	Letter to nearby civic associations with info on public input opportunities	03/01/05	-	03/01/05	03/01/05	-	03/01/05
<b>6</b>	-	-	Public meeting #1 to receive citizen comments on design alternatives (focus on programming)	01/10/05	06/09/05	06/09/05	01/10/05	06/09/05	06/09/05
<b>7</b>	-	-	Concept design phase	12/01/04	05/02/05	05/02/05	02/01/05	10/03/05	12/20/05
<b>8</b>	Y	-	Implement two online surveys to gather additional feedback from the public	06/01/05	07/01/05	07/01/05	10/03/05	03/01/06	03/01/06

9	Y	-	Public meeting #2 (focus on design schemes)	03/01/05	10/05/05	10/05/05	03/01/05	10/05/05	10/05/05
10	-	-	Design development phase	05/02/05	10/06/05	10/06/05	09/01/05	01/16/06	04/14/06
11	-	-	Development Review Committee (DRC) review of design/detailed application	02/06/06	04/13/06	04/13/06	02/06/06	05/11/06	05/18/06
12	-	-	Resubmit to DRC	10/12/06	10/05/06	10/05/06	10/12/06	10/05/06	10/05/06
13	Y	-	Planning Commission action on Use Permit Application	03/01/06	10/25/06	11/01/06	03/01/06	10/25/06	11/01/06
14	-	-	Complete construction documents and bid documents	05/02/05	-	05/02/05	06/05/06	06/29/07	07/11/07
15	-	-	Advertise construction bids	06/30/06	07/18/07	07/18/07	06/30/06	07/18/07	07/18/07
16	-	-	Pre-Bid Meeting	04/11/07	08/07/07	08/07/07	08/07/07	08/07/07	08/07/07
17	-	-	Bid Opening	01/10/07	08/21/07	08/28/07	01/10/07	08/21/07	08/28/07
18	-	Y	Mayor & Council award contract	06/05/06	09/24/07	09/24/07	06/05/06	09/24/07	09/24/07
19	-	-	Mobilize: tree/silt fence, constr. road, trailer, strip soil.	10/31/07	-	10/31/07	-	-	11/12/07
20	-	-	Foundation: footings, slab.	11/12/07	-	11/12/07	01/16/08	-	02/06/08
21	-	-	Wall erection: steel / masonry	01/17/08	-	02/15/08	03/20/08	-	06/27/08
22	-	-	Roof	03/26/08	-	05/08/08	04/30/08	07/18/08	08/08/08
23	-	-	Wall close in - drywall, paint	04/29/08	-	04/29/08	06/27/08	10/15/08	-
24	-	-	Utilities on line / test	06/09/08	-	06/09/08	07/08/08	10/15/08	-
25	-	-	Ceiling / Floor coverings / millwork	07/09/08	09/02/08	09/17/08	08/25/08	11/14/08	-
26	-	-	Fit Out: hardware, accessories, HVAC comm.	08/28/08	09/29/08	09/17/08	10/13/08	12/05/08	-
27	-	-	Construction: Substantial completion	12/15/08	-	-	12/15/08	-	-
28	Y	Y	Facility dedication	01/17/09	-	-	01/17/09	-	-

LEGEND:

\* - Public Involvement

# - Mayor and Council Action

**Notes** Increases in Maryland Program Open Space Funding and a Maryland Bond Bill have made it possible to add \$1,083,858 in grant funding to this project. The Falls Grove developer also contributed a grant of \$45,000 to be used for site amenities. Given price increases for building materials, fuel, etc. this additional funding will help ensure that the project can be constructed as planned and within budget.

# **Street Lighting Improvements**

**Description:** This project funds improvements to existing lighting systems where problems or safety issues have been identified. The goal is to ensure adequate lighting on public streets to enhance traffic and pedestrian safety and to help provide security. During FY09, Rockville will upgrade streetlights in the neighborhoods located east of Route 355. Locations where staff has identified safety issues will be targeted.

**Mayor & Council Goal** - Quality Built Environment

**Date Created:** 5/19/2008

**Project Status:** Open

**Is this a CIP Project:** Yes

	<b>Project Team</b>	<b>Department</b>
<b>Manager</b>	Emad Elshafei	Public Works
<b>Team Members</b>		

Is there a budget for this project that is separate from standard operating costs? **Yes**

<b>Funding</b>	<b>FY09</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>Total</b>
Planned	\$100,000	0	0	0	0	\$100,000
Revised	0	0	0	0	0	0
Expended to Date	0	0	0	0	0	0

**LEGEND:**

★ - Public Involvement

☞ - Mayor and Council Action

	★	☞	<b>Tasks and Milestones</b>	<b>START</b>			<b>END</b>		
				<b>Planned</b>	<b>Revised</b>	<b>Actual</b>	<b>Planned</b>	<b>Revised</b>	<b>Actual</b>
<b>1</b>	-	-	Field Survey	01/01/08	-	01/01/08	06/30/08	-	06/23/08
<b>2</b>	-	-	Compile and analyze data	04/01/08	-	04/01/08	07/18/08	-	07/04/08
<b>3</b>	-	-	Send upgrade requests to Pepco	07/21/08	-	07/07/08	07/31/08	-	07/07/08
<b>4</b>	-	-	Receive proposals from Pepco	10/20/08	-	-	10/31/08	-	-
<b>5</b>	-	-	Make decision and request Pepco to proceed	11/10/08	-	-	11/21/08	-	-
<b>6</b>	-	-	Pepco perform the work	12/01/08	-	-	06/30/09	-	-

**LEGEND:**

★ - Public Involvement

☞ - Mayor and Council Action

**Notes** To enhance safety and security in Rockville, this project works in conjunction with Pepco's plans to replace all Mercury Vapor lamps streetlights during 2009.





# Acquisition of Old Rockville Post Office & Conversion to City Police Station Attach A

**Description:** The City is in the process of attempting to obtain possession of the two-story post office building located at the corner of S. Washington St. and W. Montgomery Ave., opened in 1939 as Rockville's first permanent post office. The building is 11,415 square feet in size with approximately 8,506 square feet of usable space in its current configuration. The Federal Government (GSA) is in the final stages of the process to convey this building to the City of Rockville. This project describes the City's plans to acquire the building and convert its use to the City's main Police Department Headquarters. A due-diligence feasibility study was conducted with the assistance of an architectural/engineering consulting firm. To convert the post office to the proposed law enforcement use, substantial renovations to the interior of the post office building will be necessary; construction of a stand-alone annex building is proposed. Due to the historic designation of the Post Office, these proposed improvements to the existing building and site must be approved by the Maryland Historic Trust and the Rockville Historic District Commission. Both bodies have given their written approval of the City's concept plans. The City has investigated an agreement to lease parking from the adjacent office building garage to support the Police use. The owner is amenable and a formal agreement will be negotiated in the future pending acquisition of the Post Office. The project also includes redesign and renovations to leased office space at 20 Courthouse Square that will be converted to Police Department uses.

**Mayor & Council Goal -** Exceptional City Services

**Date Created:** 3/20/2006

**Project Status:** Open

**Is this a CIP Project:** Yes

	Project Team	Department
<b>Manager</b>	Burt Hall	Recreation and Parks
<b>Team Members</b>	Catherine Tuck Parrish Jeff Winstel Jim Wasilak Terry Treschuk	City Manager Community Planning and Development Services Police

Is there a budget for this project that is separate from standard operating costs? **Yes**

Funding	FY07	FY08	FY09	FY10	FY11	Total
Planned	\$42,700	\$324,980	0	\$6,022,699	0	\$6,390,379
Revised						0
Expended to Date	\$47,953	\$37,850	0	0	0	\$85,803

## LEGEND:

★ - Public Involvement

■ - Mayor and Council Action

	★	■	Tasks and Milestones	START			END		
				Planned	Revised	Actual	Planned	Revised	Actual
1	-	-	Meet with GSA to discuss their plans and obtain process information	09/27/05	-	09/27/05	09/27/05	-	09/27/05
2	-	-	GSA notifies post office of intent to dispose of the building	10/01/05	-	10/01/05	05/01/06	-	05/01/06
3	-	-	GSA tests building and site for hazmats (bldg may be conveyed with lead paint and asbestos)	10/01/05	-	03/01/06	11/01/05	-	03/01/06
4	-	-	GSA screens other federal agencies to determine acquisition interest	05/15/06	02/09/07	02/09/07	06/15/06	03/08/07	04/02/07
5	Y	-	GSA/HUD advertises in local community for "public benefit" use interest.	07/01/06	03/09/07	04/06/07	08/15/06	04/08/07	07/06/07

			(Homeless shelters have priority)						
6	-	-	GSA notifies City of Rockville, State of MD, Montgomery Co., MCPS, and local accredited public schools of availability of building	03/15/06	05/01/07	05/01/07	07/01/07	05/01/07	05/10/07
7	-	Y	Staff submits draft acquisition application to Mayor and Council for approval prior to submission.	05/21/07	-	05/21/07	05/21/07	-	05/21/07
8	-	-	City submits approved application to U.S. Dept of Justice for acquisition of Post Office Building	06/01/07	-	05/25/07	06/01/07	-	05/25/07
9	-	Y	Staff presents feasibility/due diligence report to M&C, including building condition, feasibility for Police uses, concept renovation designs, parking, capital and operating costs.	03/17/07	07/16/07	07/16/07	03/19/07	07/16/07	07/16/07
10	-	-	If the post office is not transferred to another entity for a "public benefit" use, the City negotiates acquisition with GSA.	05/15/06	11/01/07	11/06/07	07/15/07	06/30/08	09/18/08
11	-	-	Staff and A/E consultants present design plans to Maryland Historic Trust for approval of renovation plans for site and building.	12/10/07	05/13/08	05/13/08	12/10/07	05/13/08	05/13/08
12	-	-	City receives letter from MHT Easement Committee denying proposals for improvements to the Post Office building for Police Dept. uses. Annex building addition is approved.	05/26/08	-	05/30/08	05/26/08	-	05/30/08
13	-	-	City works with GSA to appeal MHT decision to deny proposed improvements to Post Office Building.	06/11/08	-	06/11/08	06/30/08	07/25/08	08/26/08
14	-	Y	City acquires deed to building and property from GSA.	07/01/08	08/01/08	08/01/08	07/01/08	10/20/08	-
15	-	-	City negotiates parking lease with adjacent office building to provide parking required for Police use of Post Office.	11/01/07	10/21/08	11/01/07	09/15/08	11/15/08	-
16	Y	Y	M&C provides direction to staff based on results of feasibility study.	08/06/07	09/08/08	-	08/06/07	09/08/08	09/22/08
17	-	-	Ceremony marking transfer of Post Office from GSA to the City.	10/20/08	-	10/20/08	10/20/08	-	10/20/08
18	-	Y	City awards architectural/engineering	09/24/07	11/03/08	-	11/03/08	-	-

			design contract to qualified firm. Design work to include Post Office and annex building.							
19	-	-	Staff works with A/E Consulting firm to design renovations to Post Office and design of new annex building.	09/09/07	11/04/08	-	02/01/08	06/30/09	-	
20	Y	-	Staff and A/E Consultants present design plans to HDC for approval on renovation plans for site and building.	02/21/08	03/19/09	-	02/21/08	03/19/09	-	
21	Y	-	Staff and A/E Consultants present design plans to Planning Commission for Use Permit Approval.	03/26/08	03/25/09	-	03/26/08	03/25/09	-	
22	Y	Y	Staff presents design plans to the Mayor and Council and public - Mayor and Council approve designs and direct staff to proceed with construction bids.	03/10/08	04/20/09	-	03/10/08	05/11/09	-	
23	-	-	Construction project is advertised for bidding purposes.	07/15/08	05/12/09	-	07/15/08	07/01/09	-	
24	-	-	Construction bids opened.	11/08/08	06/12/09	-	08/15/08	08/01/09	-	
25	-	-	Construction of renovations and or additions to post office and 20 Courthouse Square.	09/20/08	10/01/09	-	09/01/09	04/04/11	-	

## LEGEND:

★ - Public Involvement

✚ - Mayor and Council Action

**Notes** At their September 22, 1008 meeting the Mayor and Council approved the staff recommendation to obtain ownership of the Post Office, and to convert it to the City's Police Headquarters. GSA has informed the City that they intend to deed the Post Office to the City for use as a Police Station, and has provided a proposed Quit Claim Deed (to transfer ownership to the City) and a Maryland Historic Trust Historic Easement. GSA will donate the Easement to the Maryland Historic Trust, as the Post Office is on the National Historic Register, and also in a local Historic District.



## PROJECT TRACKING SHEET FOR THE WATER MAIN REPLACEMENT PROGRAM

	Project Name	Start Construction Fiscal Year	Water Main (LF) to be Replaced	Survey Complete	Design Complete	Construction Start	Construction Complete	FH 0-500 gpm	FH 500-1,000 gpm	Construction Costs	Total Costs (inc. Design Inspect)	CIP Project
PROJECTS UNDER CONSTRUCTION												
	Lewis-Highwood Mathews	2008	5,910	2005	11/6/2006	6/9/2008		2	10	\$1,060,663	\$1,325,829	Lewis Ave. Phase 1 CIP
	Total for 2008		5,930					2	10	\$1,060,663	\$1,325,829	
1	Steel Water Main	2009	2,050	2006	3/12/2008	3/7/2008		0	0	\$668,010	\$835,013	Main Rehab
PLANNED WORK												
2	Thornden	2009	2,100	6/27/2008				0	2	\$546,000	\$600,600	Main Rehab
3	Reading Terrace	2009	500	8/11/2008				0	2	\$130,000	\$143,000	Main Rehab
4	North Horners	2009	700					0	0	\$182,000	\$200,200	Main Rehab
5	Lincoln Street	2009	2,600					0	3	\$676,000	\$743,600	Main Rehab
	Total for 2009		7,950	4,650	2,050	2,050	0	0	7	\$2,202,010	\$2,522,413	
6	Rockland	2010	2,700	7/29/2008				2	4	\$702,000	\$772,200	Main Rehab
7	Crawford	2010	2,150	6/18/2008				0	3	\$559,000	\$614,900	Main Rehab
8	Burris Road	2010	1,150					2	0	\$299,000	\$328,900	Main Rehab
9	Mapleton Street	2010	2,500					2	1	\$650,000	\$715,000	Main Rehab
10	Stonestreet/Ashley	2010	5,550					2	4	\$1,443,000	\$1,587,300	Stonestreet Ave. CIP
11	Broadwood-south	2010	3,000					1	3	\$780,000	\$858,000	Main Rehab
12	Southlawn Lane	2010	1,000					0	0	\$260,000	\$286,000	Southlawn Lane CIP
	Total for 2010		18,050	4,850	0	0	0	9	15	\$4,693,000	\$5,162,300	
13	Orchard Way	2011	1,700					0	2	\$442,000	\$486,200	Main Rehab
14	Kersey	2011	900					0	0	\$234,000	\$257,400	Main Rehab
15	Vandergrift	2011	4,700					0	7	\$1,222,000	\$1,344,200	Main Rehab
16	Broadwood-north	2011	2,800					2	5	\$728,000	\$800,800	Main Rehab
17	Edmonston	2011	2,100					0	0	\$546,000	\$600,600	Main Rehab
	Total for 2011		12,200	0	0	0	0	2	14	\$3,172,000	\$3,489,200	
18	Charles Street	2012	1,750					2	1	\$455,000	\$568,750	Main Rehab
19	Park Road	2012	1,150					2	0	\$299,000	\$373,750	Main Rehab
20	Crabb Avenue	2012	3,650					1	3	\$949,000	\$1,186,250	Main Rehab
21	Pinewood, Taft, Lofstrand	2012	4,700					0	1	\$1,222,000	\$1,527,500	Main Rehab
	Total for 2012		11,250	0	0	0	0	5	5	\$2,925,000	\$3,656,250	
22	Mt. Vernon Place	2013	2,300					0	0	\$598,000	\$747,500	Main Rehab
23	N. Washington St	2013	1,100					0	2	\$286,000	\$357,500	Main Rehab
24	Martins Lane	2013	1,100					0	2	\$286,000	\$357,500	Main Rehab
25	Bickford Ave.	2013	500					0	0	\$130,000	\$162,500	Main Rehab
26	Wood Lane	2013	600					0	2	\$156,000	\$195,000	Main Rehab
27	Van Buren Street	2013	1,300					0	3	\$338,000	\$422,500	Main Rehab
28	Blandford Street	2013	1,400					0	2	\$364,000	\$455,000	Main Rehab
29	Harrington Road	2013	1,500					0	4	\$390,000	\$487,500	Main Rehab
30	Mercer Road	2013	700					0	1	\$182,000	\$227,500	Main Rehab
31	Bowie Road	2013	1,300					1	2	\$338,000	\$422,500	Main Rehab
32	Lewis Avenue Phase 2	2013	3,300					0	2	\$858,000	\$1,072,500	Lewis Ave. Phase 2 CIP
	Total for 2013		15,100	0	0	0	0	1	20	\$3,926,000	\$4,907,500	
CONSTRUCTION COMPLETE												
		Program Totals	55,380	15,430	7,980	7,980	0	19	71	\$17,978,673	\$21,063,491	

Hydrant Flows	0-500 gpm	500-1,000 gpm
Total	67	248
Total Replaced	19	71
% Replaced	28.4	28.6



## Water Meter Replacement Program-Residential

Attach A

**Description:** The City will purchase and replace about 11,000 residential meters throughout the City. These meters are Sensus radio-read, an updated technology which will improve billing accuracy and increase efficiency. A contractor will install most of the meters.

**Mayor & Council Goal -** Exceptional City Services

**Date Created:** 3/5/2008

**Project Status:** Open

**Is this a CIP Project:** Yes

	Project Team	Department
<b>Manager</b>	Ilene Lish	Public Works
<b>Team Members</b>	Jason Zimmerman John Joppey Mike Wilhelm	Finance Public Works

Is there a budget for this project that is separate from standard operating costs? **Yes**

Funding	FY08	FY09	FY10	FY	FY	Total
Planned	\$1,900,000	0	\$1,600,000	0	0	\$3,500,000
Revised	0	0	0	0	0	0
Expended to Date	0	0	0	0	0	0

**LEGEND:**

★ - Public Involvement

☞ - Mayor and Council Action

	★	☞	Tasks and Milestones	START			END		
				Planned	Revised	Actual	Planned	Revised	Actual
1	Y	Y	Presented at the 5/19/08 Mayor and Council Mtg: Bid Award to Vanguard Utility Service, Inc. and Sole Source Purchase of meters from L/B Water Service, Inc. Both were approved.	05/19/08	-	05/19/08	05/19/08	-	05/19/08
2	Y	-	Issue Purchase Order for 5,309 water meters and misc. parts from L/B Water Service, Inc.	05/30/08	-	05/30/08	06/12/08	-	06/12/08
3	Y	-	Vanguard Utility Service, Inc. will install approx. 5,000 water meters for Phase 1 (Summer/Fall 2008).	07/07/08	-	07/07/08	10/31/08	-	-

**LEGEND:**

★ - Public Involvement

☞ - Mayor and Council Action

**Notes** As of September 3, 2008, VUS has replaced 1,006 water meters. As of September 29, 2008, VUS has replaced 2,565 water meters. They have replaced 50% of the meters scheduled for this phase.





## Community Branding Process

Attach A

**Description:** The community branding process was identified by the Mayor and Council as part of their visioning process. It is included in the sustainability and economic development goal. The research phase of the branding process is critical to the ultimate success of the brand. The branding process will be more than designing a logo or a "strap line." It will focus on discovering Rockville's identity. The consultant will help to determine and conduct an extensive public process. The brand will take advantage of current strengths. The process of determining the community brand is expected to take about 8 months.

**Mayor & Council Goal** - Economic Development and Sustainability

**Date Created:** 10/1/2008

**Project Status:** Open

**Is this a CIP Project:** No

**Is this project included in the Quarterly Mayor and Council Review Meetings?** No

	Project Team	Department
<b>Manager</b>	Marylou Berg	City Manager
<b>Team Members</b>		

Is there a budget for this project that is separate from standard operating costs? **Yes**

**LEGEND:**

★ - Public Involvement

☞ - Mayor and Council Action

	★	☞	Tasks and Milestones	START			END		
				Planned	Revised	Actual	Planned	Revised	Actual
1	-	-	Complete draft RFP	09/08/08	-	-	10/27/08	-	-
2	-	-	Estimate cost and identify source of funds for FY09	10/27/08	-	-	12/01/08	-	-
3	-	-	Send draft to Purchasing to be formatted	10/27/08	-	-	11/03/08	-	-
4	-	Y	Take RFP to Mayor and Council for approval	11/24/08	-	-	11/24/08	-	-
5	-	-	Release RFP to the vendor community, allow 6 weeks for responses	12/01/08	-	-	01/12/09	-	-
6	-	-	Hold pre-proposal meeting	12/15/08	-	-	12/15/08	-	-
7	-	-	Refine RFP through addenda as necessary	01/05/09	-	-	01/12/09	-	-
8	-	-	Form proposal evaluation committee	12/01/08	-	-	12/01/08	-	-
9	-	-	Open proposals with the committee, fill out proposal evaluation forms to determine which vendors will move to the next step	01/19/09	-	-	01/19/09	-	-
10	-	-	Interview small group of chosen vendors for presentations and demonstrations	02/09/09	-	-	02/20/09	-	-

11	-	-	Make final decision, award contract	03/02/09	-	-	03/02/09	-	-
12	-	-	Begin work with consultant to determine project milestones	03/02/09	-	-	03/16/09	-	-
13	-	-	Communication and media audit	03/09/09	-	-	11/02/09	-	-
14	-	-	Consultant to conduct research to include - determine key stakeholders, situation analysis, survey of community, determine Rockville's competitive opportunities	03/09/09	-	-	11/02/09	-	-
15	-	-	Consultant to determine logo and strapline, branding committee to approve	06/01/09	-	-	11/02/09	-	-
16	-	-	Determine implementation strategy	08/03/09	-	-	11/02/09	-	-
17	-	-	Present to Mayor and Council	11/02/09	-	-	11/02/09	-	-
18	-	-	Implementation phase - ongoing	11/02/09	-	-	-	-	-

## LEGEND:

★ - Public Involvement

✚ - Mayor and Council Action

**Notes**

Implementation of the brand will be ongoing, but the majority of the implementation will be completed within 2 years of the project.

Funds for the branding process have not been included in the FY07 budget. Overall, the estimated budget is \$100,000 - \$150,000.

The community branding process will be an inclusive process. The determination of the community brand will rely on solid research that includes all sectors of the community. The branding process and outcomes will be clearly publicized, and staff will work with the media and community throughout the process to build support for the brand.



## E-Newsletter

Attach A

**Description:** The City of Rockville plans to use an e-newsletter to provide targeted information through public engagement. The premise of the e-newsletter will allow the City to create targeted, customized messages that residents can select. The goal is to foster more two-way communications within the organization and outside of the organization. Procedures for content inclusion and dissemination must be developed.

**Mayor & Council Goal -** Community Engagement

**Date Created:** 12/24/2007

**Project Status:** Open

**Is this a CIP Project:** No

	Project Team	Department
<b>Manager</b>	Marylou Berg	City Manager
<b>Team Members</b>	Communications and Public Information Division	City Manager

### LEGEND:

\* - Public Involvement

## - Mayor and Council Action

	*	##	Tasks and Milestones	START			END		
				Planned	Revised	Actual	Planned	Revised	Actual
1	Y	-	Communication and Public Information Division, Catherine Tuck Parrish, and Jenny Kimball participated in phone conference with Illinois-based Subscribermail. Team received online demo	12/11/07	-	12/11/07	12/11/07	12/11/07	12/11/07
2	Y	-	Team researching ride on contract to obtain Subscribermail's services	01/05/08	-	02/29/08	01/05/08	-	02/29/08
3	-	-	Researched additional e-newsletter options. Found "Constant Contact" - an e-newsletter and survey company with a free 60-day limited trial.	03/11/08	-	03/11/08	05/12/08	-	05/12/08
4	Y	-	Recommend starting a free-trial in-house by circulating a sample sign-up form, newsletter and survey for staff review and feedback	03/17/08	03/25/08	03/25/08	04/15/08	-	03/31/08
5	Y	-	Sample preview of newsletter circulated for staff review and comment.	03/31/08	-	03/31/08	03/31/08	-	03/31/08
6	Y	-	Two meetings set up with Montgomery County and MCPS Web staff to share ideas and brainstorm on e-newsletter solutions.	06/18/08	-	06/18/08	06/24/08	-	06/24/08
7	Y	-	Select e-newsletter provider.	07/01/08	-	07/01/08	07/01/08	-	07/01/08
8	-	-	Initial newsletter to be Recreation events, sent out weekly.	08/01/08	-	08/21/08	08/21/08	-	08/21/08



9	-	-	Identify topics/programs for future e-newsletters. Ongoing	09/01/08	-	09/01/08	-	-	-
10	-	-	Advertise to public via Rockville Reports, news release and existing listservs to build a subscriber list. Ongoing	08/21/08	-	08/21/08	-	-	-

LEGEND:

- ★ - Public Involvement
- ✚ - Mayor and Council Action

Notes



## Video on Demand System

Attach A

**Description:** This project will make video of Mayor and Council meetings and other selected programs of The Rockville Channel available on the City's Web site at the convenience of the viewer. The system will allow a person to click on the agenda item of a previous Mayor and Council meeting and see and hear the discussion of that item. After implementation for Mayor and Council meetings, the system is planned to develop a similar feature for Planning Commission meetings. Visitors to the City's Web site also will be able to click on and watch other TRC programs, such as news, interviews, features and public service announcements, at their convenience.

**Mayor & Council Goal** - Community Engagement

**Date Created:** 10/23/2007

**Project Status:** Open

**Is this a CIP Project:** No

	Project Team	Department
<b>Manager</b>	Doug Breisch	Information and Technology
<b>Team Members</b>	Betsy Robbins Bridget Broullire Claire Funkhouser Doug Breisch Hagop Balekjian Mike Cannon Tina Marcinkus	City Clerk City Manager Information and Technology

### LEGEND:

★ - Public Involvement

☰ - Mayor and Council Action

	★	☰	Tasks and Milestones	START			END		
				Planned	Revised	Actual	Planned	Revised	Actual
1	-	-	Meet with Granicus and team	01/11/08	-	12/19/07	01/11/08	-	12/19/07
2	-	-	Get revised quote/contract from Granicus	01/18/08	-	12/20/07	01/18/08	-	12/20/07
3	-	-	Confirm budget availability, Submit Purchase Requisition and Related Documents, Contract/Document Review, Negotiation	01/21/08	-	01/15/08	02/01/08	-	03/11/08
4	-	-	Award Contract	02/08/08	-	03/11/08	02/08/08	-	03/11/08
5	-	-	Kick off conference call	04/17/08	-	04/17/08	04/17/08	-	04/17/08
6	-	-	Initial Web design Review	04/24/08	-	04/24/08	04/24/08	-	04/24/08
7	-	-	Hardware and Software Installation	02/18/08	05/09/08	05/16/08	03/28/08	05/19/08	05/28/08
8	-	-	IT/TV Architecture	04/23/08	-	04/23/08	04/23/08	-	04/23/08
9	-	-	Deployment Validation	05/28/08	-	05/22/08	05/28/08	-	05/22/08
10	-	-	Onsite Training	06/09/08	-	06/09/08	06/16/08	-	06/16/08
11	-	-	System Usage and workflow review	06/05/08	-	06/05/08	06/05/08	-	06/05/08
12	-	-	Activate New VOD System for M&C Meetings	03/31/08	06/30/08	06/30/08	03/31/08	06/30/08	06/30/08
13	-	-	Activate for other selected programs	04/14/08	07/17/08	07/17/08	07/17/08	10/31/08	-
14	-	-	Activate for Planning Commission Meetings	09/03/08	10/31/08	-	09/03/08	10/31/08	-